

**Directive No. 1/2021 of the Faculty of Pharmacy
of the MASARYK UNIVERSITY
Study in Doctoral Study Programmes and
its Organisation**

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), I issue this Directive:

Part One

General Provisions

Article 1

Introductory Provisions

- (1) The rules for study in doctoral study programmes (hereinafter referred to as "DSP") and its organisation are based on Act No.111/1998 Coll., on Higher Education and Amendments and Supplements to Other Acts, as amended (hereinafter referred to as the Act), and supplement the MU Study and Examination Regulations (hereinafter referred to as the "SER") as an internal regulation for the organisation and implementation of the DSP at the Faculty of Pharmacy of MU (hereinafter referred to as the "FaF").
- (2) The rules aim to:
 - a. specify the requirements and conditions related to studying in the DSP at the FaF,
 - b. specify the procedures for the organisation of this study at the FaF.
- (3) The aim of studying in the DSP is to lead students (hereinafter referred to as "PhD students") to independent scientific work, to deepen their theoretical knowledge and to acquire modern methods of scientific work in the relevant study programme.
- (4) Study in the DSP is carried out according to an individual study plan (hereinafter referred to as "ISP") under the guidance of a supervisor.
- (5) The professional guarantee of the level and course of the DSP is provided by the Subject-area Boards (hereinafter referred to as "SAB"), which are established in accordance with Section 47(6) of the Act for each accredited programme. The guarantor of the programme, who is also the chairperson of the Board, is responsible for the activities of the Board.
- (6) The programme guarantor is responsible for the organisational security of the teaching of compulsory and optional subjects for the given DSP.
- (7) The guarantors of individual courses are responsible for the organisational support of the teaching of elective courses.
- (8) Administrative support for doctoral studies is provided by the Office for Research,

Projects Support and Doctoral Studies (hereinafter referred to as "ORPSDS").

- (9) Studies in the DSP are successfully completed by passing the state doctoral examination (hereinafter referred to as "SDE") and the defence of the dissertation in accordance with the MU Study and Examination Regulations.
- (10) Graduates are awarded the academic degree "Doctor" (abbreviated "Ph.D." after their name).

Article 2

Doctoral Study Programmes

- (1) On the basis of the authorization to implement the study programme granted by the Council of the National Accreditation Office for Higher Education on 9 June 2020, the FaF implements the following DSP

in Czech language	in English language
Pharmaceutical Chemistry	Medicinal Chemistry
Pharmacognosy	Pharmacognosy
Pharmaceutical Technology	Pharmaceutical Technology
Pharmacology and Toxicology	
Safety and Quality of Drugs	

Article 3

Forms and Course of Study, Scholarship

- (1) The study of the DSP is carried out in full-time and combined form (Article 29(2) of the SER).
- The prerequisite for the full-time form is regular presence of the doctoral student at the training workplace and the use of its infrastructure.
 - The combined form of study implies the use of a training facility and the use of its infrastructure, or the infrastructure of another research facility, or research carried out in a medical or other facility or research institution.
 - Doctoral students may request the Dean to change the form of study during their studies (Article 29(3) of the SER).
- (2) The standard duration of full-time study at the FaF is 4 years. The maximum duration of study from enrolment to its proper completion, including the defence of the dissertation and the SDE, is equal to twice its standard duration (Article 29(4) of the SER) ¹.
- (3) The requirements for the doctoral student and the conditions for fulfilling the study

in the DSP are defined and published; they are derived from the accreditation materials of the DSP, the SER, this Directive and other regulations, as well as from the ISP.

(4) Scholarship:

- a. Full-time students who have not exceeded the standard period of study receive a scholarship to support their studies in the DSP in the amount set by the current MU Rector's measure. In the event that the standard period of study in the current study programme has been exceeded after all periods of previous unsuccessful studies in doctoral study programmes have been counted, the scholarship may not be awarded.
- b. Students of the combined form of study do not receive a scholarship.
- c. Students in DSPs that are accredited in a language other than Czech are self-payers and sign a contract with the faculty.

(5) Full-time study does not preclude entering into an employment relationship with MU. Full-time study does not replace the existence of an employment relationship with MU.

¹ The sum of the total period of study (i.e. the period during which a person is a student of a given course of study) and the period of any interruption of study granted to the student by the dean of the faculty at the student's request (Article 13(1) of the SER) may not exceed twice the standard period (Article 13(3) of the SER), otherwise the study is terminated pursuant to Article 15(1)(b) of the SER. The total period shall not include the period of interruption of studies referred to in Articles 32(8) and 33(9) of the SER. In addition, the period during which studies are interrupted for serious health reasons or for maternity or parental leave (Article 13(3) of the SER) shall not be counted.

Article 4

Admission to Doctoral Programmes

- (1) Admission examinations to the DSP FaF are governed by the Conditions for Admission to the DSP FaF², and may be held twice a year:
 - a. in the spring semester (with commencement of studies in the autumn semester of the following academic year),
 - b. in the autumn semester (with entry to study in the spring semester of the same academic year).
- (2) The date of the entrance examinations is announced by the Dean of the FaF on the official board of the Faculty and on the official website of the Faculty. The method of application and the conditions for admission to the DSP are always published at least 120 days before the admissions (in the case of admission to a newly accredited DSP, the period is reduced to 30 days).
- (3) Only graduates of master's degree programmes or their equivalents obtained at a foreign university may be admitted to the DSP.
- (4) A professional CV of the applicant is a mandatory part of the application form (see Annex 1).
- (5) Candidates can apply for the announced dissertation topic or contact the chairperson of the relevant SAB with their own topic and a request for a recommendation of a supervisor.
- (6) Applicants are advised to consult with a potential supervisor and the chairperson of the SAB before applying for admission.
- (7) The admission procedure is carried out in person. Foreign applicants whose stay in the Czech Republic is subject to visa requirements or those applicants who for other serious reasons cannot attend the entrance examination in person may apply to take the entrance examination by distance form (see Annex 2).
- (8) The date of the admissions procedure and any other conditions of admission are decided by the chairperson of the relevant SAB. The admissions committee, which is proposed by the chair of the SAB and appointed by the Dean, is composed of at least three members and usually includes the potential supervisor.
- (9) A prerequisite for admission to the DSP is successful completion of the entrance examination. The professional examination takes the form of a debate on the topic of the dissertation chosen by the candidate. The admissions committee assesses the applicant's professional interest, motivation, knowledge of the field and overall readiness for doctoral studies. In evaluating an applicant, the Admissions Committee also takes into account the materials provided as attachments to the application, the professional CV and additional information. The admission test includes a verification of the applicant's English language level; for the DSP in Czech, the applicant's Czech language level is also tested.
- (10) A record of the admissions examination is taken and can be generated in the information system (hereinafter referred to as "IS"). The Admissions Committee is responsible for a transparent system for the evaluation of applicants and for the justification of the acceptance or non-acceptance of applicants.

² The conditions for admission to study at the DSP FaF approved by the Academic Senate of the FaF for a given academic year are published on the Faculty's electronic bulletin board.

Article 5

Individual Study Plan

- (1) The course of study is governed by the ISP (Article 47(3) of the Act), which is binding and whose fulfilment is obligatory (Article 30(2) of the SER). The ISP has two components – the plan of the entire study and the semester content.
- (2) The plan of the entire study specifies the focus of the research topic and the course of research. It also specifies the doctoral student's publishing activities, the schedule for fulfilling the basic study obligations, or the course registration plan. The full study plan is proposed by the doctoral student after prior agreement with the supervisor (Article 28(8)(b) of the SER) in the relevant application in the MU Information System (hereinafter referred to as 'MU IS'). The full study plan is approved by the supervisor in this application (Article 30(3) of the SER). After the supervisor's approval, the SAB approves the entire study plan in the relevant application in the MU IS no later than in the first year of the doctoral student's studies.
- (3) The entire study plan must be spread over no more than the standard study period.
- (4) The plan of the whole study defines in particular:
 - a. introduction of the research topic and the aim of the thesis (dissertation topic, supervisor's assignment, language of the dissertation, if different from the language specified in the programme characteristics)
 - b. scientific and research training (about 60–75% of the study load)
 - a description of the doctoral student's specific research activities.
 - presentations and publications (planned number and type of publications).
 - c. language training and international competitiveness (approx. 5–10% of the study load)
 - completion of the compulsory internship abroad. Doctoral students are required by the Government Regulation No. 274/2016 Coll. on Standards for Accreditation in Higher Education to complete a foreign internship of at least one month during their studies. An alternative is to participate in an international project with results published or presented abroad, or another form of direct participation in international cooperation (at MU, according to the resolution of the Internal Evaluation Council, this applies only to students in the combined form of the DSP).
 - d. academic preparation (about 15–20% of the study load)
 - active participation in research group meetings and industry seminars
 - involvement in scientific research projects
 - further training in a programme or area of education
 - e. development of teaching competence (approximately 5–10% of the study load) (Article 30(4)(d) of the SER)
 - PhD student participates in teaching and supervising (or as a consultant) graduate students
 - The doctoral student's teaching experience includes a maximum of 120 contact hours, which are expected to be obtained mainly through participation in teaching in Master's programmes.
 - f. development of transferable skills
 - Ability to communicate effectively, solve problems, learn independently and work as part of a team

- g. Important deadlines (setting deadlines for the fulfilment of obligations related to the preparation and defence of the dissertation, which represent the key checkpoints/deadlines in the course of the study):
- planned date of the SDE
 - planned date of dissertation defence
- The supervisor may set additional review dates at his/her discretion (e.g. deadlines for submission of publications, etc.).
- h. Course enrolment (projected enrolment for each course, including projected number of credits³. All planned courses, in particular the compulsory courses (Article 30(4)(b) of the SER), the demonstration of professional and linguistic competence (Article 30(4)(c) of the SER) and the preparation of the dissertation (in accordance with Article 8(4) and Article 30(4)(a) of the SER), are always listed in the full study plan.
- (5) A change in the entire study plan (e.g. a change in the research topic) is made by the doctoral student in agreement with the supervisor in the relevant application in the IS MU, where it is approved by the supervisor no later than by the deadline specified in the ISP completion schedule and subsequently by the SAB.
- (6) The semester content is detailed by the doctoral student in the subject application of IS MU for the following semester.
- (7) The semester content contains information for a specific semester in the following sections:
- a. Dissertation preparation (description of dissertation activities).
 - b. Publications/articles (work plan for publications and articles).
 - c. Professional forums/conferences/lectures (a list of events attended by the PhD student).
 - d. Internships⁴ (a list of internships that doctoral students have attended).
 - e. Other⁵ :
 - participation in teaching in bachelor's and master's programmes (Article 30(4)(d) of the SER),
 - participating in the activities of the department or faculty,
 - planned involvement in scientific research projects,
 - planned involvement in student specific research projects,
 - other information that the doctoral student wants to make the supervisor or the SAB aware of.
- (8) The supervisor evaluates the semester's performance in each semester no later than the deadline specified in the schedule for completing the ISP and SAB at least once a year. The result of the evaluation is recorded via an application in the MU IS (Article 30(6) of the SER).
- (9) In the event of unsatisfactory performance of the ISP, at the initiative of the supervisor, the SAB may propose to the Dean the withdrawal of the scholarship awarded under the MU Scholarship Regulations. At the same time, the SAB will propose the next date for the evaluation of the course of study.

³ The following information is given: course code, course title, number of credits, planned term. Required electives and elective courses are chosen by the student with regard to the focus of his/her dissertation and in agreement with his/her advisor.

⁴ Optional.

⁵ Optional.

However, the supervisor may submit a proposal to the SAB for an earlier evaluation date through the chairperson of the SAB. In the case of proper fulfilment of the ISP, the scholarship may be re-awarded (Article 30(7) of the SER).

Part Two

Duties of the Subject-Area Board and Course Guarantors

The competences of the SAB are laid down in MU internal regulations (Article 27(2) and (3) of the SER).

Article 6

Duties of the Subject-Area Board and the Chairperson

- (1) Study in the DSP is monitored and evaluated by a committee (Section 47 (6) of the Act) established in accordance with the MU internal regulation Approval, Management and Quality Assessment of Study Programmes of Masaryk University. The SAB is headed by the programme guarantor, who is also the chair of the SAB. The programme guarantor is responsible for the conception, development and quality of the implementation and content of the respective DSP. The SAB monitors and evaluates studies in the DSP and guarantees its consistently high standard.
- (2) In the event that the supervisor warns of non-fulfilment of study, research and other obligations by the doctoral student arising from the ISP, the SAB is obliged to discuss this fact. In the event of unsatisfactory performance of the ISP, the SAB may propose to the Dean the withdrawal of the scholarship (Article 30(7) of the SER).
- (3) If the evaluation of the study shows that the fulfilment of the ISP is seriously violated, the SAB, on its own initiative or at the proposal of the supervisor, will discuss the status of the fulfilment of the ISP in the presence of the doctoral student and the supervisor. The doctoral student has the right to request the invitation of an expert designated by the Vice-Rector responsible for studies in the doctoral programme. The meeting may be attended by the Dean or the authorised Vice-Dean of the faculty concerned and its outcome is recorded via the IS MU application. If the conclusion of the meeting is that there has been a failure to comply with the obligations arising from the ISP, the SAB may propose to the Dean of the FaF that the study be terminated (Article 30(8) of the SER). Failure to fulfil the obligations arising from the ISP is a reason for termination of studies (according to Article 56(1)(b) of the Act).
- (4) If the SAB finds from the evaluation of the study that the fulfilment of the ISP is seriously violated, it will discuss the status of the fulfilment of the ISP in the presence of the doctoral student and the supervisor. The doctoral student has the right to request the involvement of an expert designated by the Vice-Rector responsible for studies in the ISP. The Dean or the authorised Vice-Dean of the FaF may attend the meeting and its outcome is recorded via the IS MU application.
- (5) The SAB meets as needed, but at least twice a year. The chairperson of the SAB shall send an invitation to the meeting electronically to all members at least 15 days in advance of the meeting. A quorum shall be present if at least half of its members are present and it shall take decisions by a two-thirds majority of the members present. Voting by the SAB may also be conducted by correspondence or electronically if necessary. In this case, the SAB shall act by a majority of all its members.

- (6) Within the study agenda, the SAB in particular:
 - a. sets out more detailed conditions for full-time and combined forms of study in a given DSP,
 - b. assesses whether doctoral students' ISPs are in line with the characteristics of the DSP,
 - c. discusses and evaluates the course of study of each doctoral student at least twice a year, and records the results, which is part of the documentation in the IS MU,
 - d. approves the planned research focus of the dissertations for the next DSP admission procedure,
 - e. discusses the programme and provision of lecture courses and seminars,
 - f. discusses current applications from PhD students,
 - g. discusses other matters referred to in Article 27(6) of the SER.
- (6) Minutes of the SAB meeting are taken and stored in the MU IS document server no later than 14 days after the SAB meeting. The chair of the SAB is responsible for entering the minutes into the document server.
- (7) The approval of the entire ISP study plan is confirmed by the chairperson of the SAB in the relevant application in the IS MU no later than in the first year of study of the doctoral student concerned.
- (8) The opinion of the SAB on the doctoral student's semester evaluation and his/her fulfilment of the ISP, which takes place once a year, is entered by the SAB chairperson into the relevant application in the MU IS within 14 days of the meeting.
- (9) In case the SAB plans changes for the following academic year in the set of courses that doctoral students may enrol in (including the number of contact hours of instruction, credit value, prescribed methods of completion, and instructors), which must be reflected in the Study Catalogue (Article 4(1) of the SER), the SAB chairperson shall provide the relevant information to the ORPSDS no later than 30 April of the year in question.
- (10) The SAB chairperson is responsible for:
 - a. organisation of the SAB meetings, taking minutes of the SAB meetings, organisation and administration of electronic voting of the SAB members, keeping the necessary records,
 - b. administration of DSP entrance examinations, administration of ISP and doctoral student evaluation, administration of SER and dissertation defences,
 - c. submission of information to the ORPSDS for publication for PhD students
 - d. the quality and evaluation of the DSP,
 - e. processing of accreditation materials of the DSP,
 - f. the decision on the form of the entrance examination, the state doctoral examination and the dissertation defence
 - g. setting parameters for the recognition of courses from previous studies, on the basis of which the relevant vice-dean will recognise the course in the IS after approval by the course guarantor at the request of the doctoral student,
 - h. in cooperation with the Vice-Dean for Research and Doctoral Studies.

Article 7

Obligations of the Subject Guarantor

- (1) Each taught subject has a supervisor appointed by the chairperson of the SAB. For a

subject taught in more than one DSP, the subject guarantor is appointed by the Dean on the basis of a proposal from the chairpersons of the respective SABs. The course supervisor is responsible for:

- a. the content of the subject taught, its relevance and professional level,
- b. publishing and updating information about the course in the IS MU,
- c. teaching staffing,
- d. the quality of teaching of the subject,
- e. setting/agreeing the dates of the course with the teacher(s) of the course.

(2) If the course guarantor plans changes for the following academic year regarding the content and teaching of the course that need to be modified in the Study Catalogue (i.e., the description of the subject, including annotations indicating the knowledge and skills to be acquired or developed by doctoral students in the course, and the syllabus and content and formal requirements for the completion of the course (see Article 4(1) of the SER), shall deliver the relevant information to the SAB chairperson and the ORPSDS no later than 30 April of the academic year in question.

Part Three

Trainers, Consultants and Mentors

- (1) The supervisor is usually an academic worker who is actively involved in research and regularly publishes in the field. Supervisors are proposed from among professors and associate professors, independent or senior researchers. In a justified case, the Dean may, with the approval of the Faculty's Scientific Board, appoint as a supervisor for a specific doctoral student and a specific dissertation topic an academic staff member who does not hold the degree of professor or associate professor, but who holds at least the degree of Ph.D., CSc. or Dr., or an equivalent degree (Article 28(2) of the SER).
- (2) A supervisor with the scientific degree of professor or associate professor may supervise a maximum of 5 doctoral students at the same time. A supervisor with the scientific degree of Ph.D., CSc., DrSc. or Dr., or an equivalent title approved for this activity by the Faculty's Scientific Board, may supervise a maximum of 1 doctoral student. The Vice-Dean for Research and Doctoral Studies of the FaF decides on a possible exception on the proposal of the chairperson of the relevant SAB with proper justification.
- (3) In exceptional cases, a person who does not have the status of an MU academic staff member may be a supervisor. A special contract will be concluded with such a person outside the MU academic community who is appointed by the Dean as a supervisor according to paragraph 3., which will oblige the external supervisor to fulfil his/her duties for the duration of the doctoral studies of the doctoral student. In the event of failure to conclude or termination of this contract, the SAB shall immediately propose a new supervisor.
- (4) Double supervision of a doctoral student is permissible, where another supervisor from another Czech or foreign institution is appointed alongside the MU supervisor. A typical example of a double-supervised doctorate is the so-called "cotutelle", where the doctoral student completes part of his/her studies at a foreign institution with which a contract on cotutorship is concluded for this purpose. Dual supervision is also possible in the case of an interdisciplinary dissertation topic, where this is justified when the proposed dissertation topic is submitted to the chair of the SAB.
- (5) If the topic of the dissertation requires the need for specific guidance or professional

consultation, a consultant may be appointed to provide an agreed part of the doctoral student's scientific and research preparation together with the supervisor. The consultant is usually a specialist in the given scientific field, with at least a Ph.D., CSc., DrSc. or Dr. degree, or their equivalents. The consultant is appointed by the Dean of the Faculty on the proposal of the chair of the SAB or at the request of the doctoral student after approval by the relevant SAB.

- (6) The chair of the SAB may appoint the DSP mentor(s). The role of the mentor is to assist PhD students in the focus of their scientific work, their future career and to mediate contacts within the scientific community. The mentor regularly consults with the PhD student about the course of his/her studies and other possibilities, including on a personal level.

Article 8

Rights and Obligations of the Trainer

- (1) The supervisor or academic/researcher has the right to propose a dissertation topic to the SAB chairperson on a fully completed form attached to these guidelines. The supervisor will negotiate with the head of the Training Department that if the PhD student is accepted for the topic, conditions will be created for the PhD student to address the research topic and to fulfil the ISP. The dissertation topic must be primarily based on original research and guaranteeing quality results corresponding at least to the average of the given scientific field in international or national comparison; topics declaring the doctoral student's involvement in the solution of specific scientific projects are preferred. The topic is published and offered to applicants for the DSP if approved by the chair of the SAB.
- (2) In the case of admission of a candidate to the DSP on the subject of a non-habilitated academic/scientific researcher, he/she shall submit the following to the chair of the relevant SAB:
- signed professional CV (see Annex 1)
 - a request for approval of the appointment of a non-rehabilitated SAB supervisor (see Annex 5),
 - a pre-filled application for approval of the appointment of a non-habilitated supervisor by the Scientific Board of the FaF (see Annex 4).

The SAB will consider the proposal for appointment and, if approved, will submit a request for approval of the appointment of the non-habilitated supervisor by the Scientific Board of the FaF (see Annex 4),

If the FaF Scientific Board decides to approve a non-rehabilitated supervisor, it will propose his/her appointment as supervisor for a specific topic and for a specific doctoral student to the Dean of the FaF.

- (3) The tutor is entitled:
- to involve the supervised doctoral student in their research projects and to assign them partial research work.
 - to entrust a supervised full-time DSP student with the teaching of courses, in agreement with the course guarantor and up to a maximum of 120 hours per study.
 - resign from the position of supervisor of a doctoral student if, during the course of studies in the DSP, circumstances arise which prevent the supervisor from properly supervising the doctoral student; the supervisor shall notify the Dean, the

chair of the SAB and the doctoral student in writing of the resignation (Article 28(5) of the SER).

(4) The tutor is obliged to:

- a. in cooperation with the doctoral student at the beginning of the first semester of his/her studies, prepare a plan for the entire ISP study, approve it and, if necessary, complete it in the relevant application in IS MU by the deadline specified in the ISP completion schedule.
- b. for each semester of study, approve and, if necessary, complete the semester ISP proposed by the doctoral student in the IS MU by the deadline specified in the ISP completion schedule.
- c. guide and direct the PhD student in accordance with his/her ISP, consult on professional issues related to the preparation of his/her dissertation.
- d. to develop the PhD student's creative skills, to consult on publications in preparation and to guide the PhD student to achieve publications of the desired quality and quantity.
- e. ensure adequate involvement of the doctoral student in research and teaching activities.
- f. check the fulfilment of the doctoral student's study, research and other obligations, each semester prepare an evaluation of the doctoral student and his/her fulfilment of the ISP and upload it to the IS MU by the deadline specified in the ISP completion schedule.
- g. to participate in the doctoral student's presentation at the professional seminar organized by the training institute, his/her SDE and the dissertation defence.
- h. cooperate with the chairperson of the SAB and the ORPSDS.
- i. when dealing with the doctoral student's applications and when submitting the dissertation for defence, to prepare the relevant opinions (Article 28(9) of the SER).
- j. in the event that the supervisor finds that the doctoral student is seriously behind the time schedule of his/her studies, that he/she is not satisfactorily fulfilling the ISP and the obligations arising from it or has deviated from the approved dissertation topic, to draw the doctoral student's attention to this fact and agree with them on a way to remedy/suggest a solution to the problem.
- k. if the doctoral student has been warned by the supervisor of non-fulfilment of the study, research and/or other obligations and if a remedy has been agreed with the doctoral student, which has not been achieved, the supervisor is obliged to take this fact into account in the evaluation of the past semester; if the degree of non-fulfilment is serious, to inform the chair of the SAB of the doctoral student's non-fulfilment of study, research and/or other obligations, who, in accordance with Art. 30(7) of the SER propose to the Dean the withdrawal of the scholarship awarded under the MU Scholarship Regulations or, in accordance with Article 30(8) of the SER, propose the termination of studies.
- l. notify the SAB chair in a timely manner of any circumstances that would prevent him/her from carrying out his/her supervisory activities in such a way as to ensure the proper course of study of the doctoral student of whom he/she is the supervisor.

Article 9

Rights and Obligations of the Consultant

(1) The consultant's right is:

- a. to entrust the doctoral student with partial research work in agreement with the supervisor.
- b. to resign as a doctoral student's consultant if, during the course of study in the programme, circumstances arise which prevent the consultant from properly supervising the doctoral student; the resignation shall be notified in writing to the Dean, the chair of the SAB, the supervisor and the doctoral student.

(2) The duty of the consultant is:

- a. to guide and direct the PhD student in accordance with his/her ISP, consult on professional issues related to the preparation of his/her dissertation,
- b. to develop the PhD student's creative skills, consult on publications in preparation and guide the PhD student to achieve publications of the desired quantity and quality,
- c. to cooperate with the PhD student's supervisor when supervising the PhD student.

Part Four
Students' Rights and Obligations

Article 10
Students' Rights

- (1) The rights are set out in Section 62 of the Act.
- (2) In addition to the general rights set out in Section 62 of the Act, a doctoral student has the right to request a change in the research focus of the dissertation, a change of the supervisor, and a change in the form of study. The change is possible only on the basis of a written request from the doctoral student. The decision to change the research topic and the decision to change the supervisor are within the competence of the SAB (Article 27(6)(b) and (f) of the SER).

Article 11
Students' Duties

- (1) Duties of PhD students are divided into:
 - study obligations,
 - scientific research duties,
 - other duties.
- (1.1) Study obligations
 - a. When enrolling in courses, the doctoral student is obliged to follow the rules for drawing up study plans in the programme (Article 11(5) of the SER).
 - b. A condition for proper completion of the DSP is:
 - ISP compliance
 - obtaining credits for completing courses in the prescribed composition, totalling a minimum of 240 credits (Article 6(4) of the SER),
 - complete 2 compulsory courses and at least two courses from the obligatory elective courses during the course of study
 - completion of a part of studies at a foreign institution (except Slovakia) for at least one month⁶ or participation in an international creative project with results published or presented abroad or another form of direct participation of the doctoral student in international cooperation⁷ (Government Regulation No. 274/2016 Coll. of 24 August 2016 on standards for accreditation in higher education),
 - the composition of the SDE (Section 47(4) of the Act),
 - defending the dissertation (Section 47(4) of the Act).

(1.2) Research obligations

In the course of his/her studies, a PhD student is obliged to:

⁶ The student is obliged to register the internship in the relevant MU IS application.

⁷ Valid only for students of the combined form of study.

- a. participate in the solution of scientific research projects of his/her training institute, to the extent determined by the supervisor, or determined by the head of the training institute with the consent of the supervisor,
- b. prepare a dissertation that corresponds to the approved topic and meets the requirements for the scope and formal requirements of a dissertation,
- c. publish as first author, or corresponding author, at least 1 original J-type paper in the WoS database that thematically corresponds to the focus of the dissertation.

(1.3) Other obligations

(1.3.1) A full-time and combined DSP student is obliged to:

- a. In each semester, to carry out electronic registration for the next semester in the MU IS (if the conditions set out in Article 30(1) of the SER are met) on dates corresponding to the current academic year schedule (Article 10(3) and (4) of the SER).
- b. At the beginning of the first year of study, discuss the entire study plan with the supervisor and enter the final version into the relevant application in the MU IS (Article 30(2) of the SER). The full study plan must be approved in the MU IS by the supervisor and the SAB no later than by the deadline specified in the schedule for completing the ISP, namely in the first year of study of the doctoral student concerned (see Article 5 of this Directive).
- c. At the beginning of each semester of study, prepare a draft semester load for the semester of DSP study and upload it to the IS MU no later than by the deadline specified in the ISP filling schedule. The semester content must be in accordance with the plan of the entire study approved by the SAB and must specify it.
- d. At the beginning of the examination period of each semester, to prepare the documents for the evaluation of the past semester and upload them to the relevant application in the IS MU by the deadline specified in the academic year schedule. The doctoral student is obliged to submit all the information provided in the documents if requested to do so.
- e. To consult with their supervisor at agreed intervals/timelines, both for the preparation of the dissertation and for the forthcoming publication.
- f. To inform your supervisor in good time about important circumstances of the student's studies that could have an impact on the implementation of the ISP (full study plan and semester content).

(1.3.2) A full-time student is also obliged to:

- a. Be at the workplace in connection with the performance of his/her duties under the ISP, to the extent agreed with the supervisor and approved by the head of the workplace, according to the rules given by the SAB. The extent of the doctoral student's presence at the workplace must also take into account his/her possible involvement in a research project or employment at MU.
- b. Respect the generally binding legal regulations for the training centre and be accountable to the head of the training centre for their activities.
- c. Participate in supplementary programmes and seminars for doctoral students organised by the ORPSDS or the training institute (Article 30(4)(f) of the SER).
- d. Participate in conferences and seminars organised by the training institute or other faculty events in accordance with the instructions of the head of the training institute in consultation with the supervisor (Article 30(4)(f) of the CBA).
- e. Participate in teaching in undergraduate and graduate programmes in accordance with the instructions of the Head of Training.

- f. Perform other tasks (not specified in the ISP – the plan of the entire study and the semester load) entrusted to him/her by his/her supervisor or the head of the training centre in agreement with the supervisor (Article 30(4)(f) of the SER).

Part Five

State Doctoral Examination

Article 12

State Doctoral Examination Dates

- (1) The conditions for the organisation and conduct of the SDE are set out in Article 32 of the SER.

Article 13

Application for the State Doctoral Examination

- (1) Before submitting an application to the SDE, the doctoral student must fulfil the obligations set out in Article 30(4)(b) and (c) of the SAB.
- (2) The application for the SDE (see Annex 7) is submitted to the Dean of the FaF (Article 32(1) of the SAB). The application for the SDE includes:
 - a. signed CV of the PhD student (see Annex 1),
 - b. a summary overview of publication activity (with the corresponding WoS journal category in the assigned fields, impact factor and number of citations) and scientific research activities related to the dissertation (see Annex 3),
 - c. together with the application for the SDE, the PhD student submits a thesis, template available [here](#) in the FaF document server. If the application for the dissertation defence is submitted at the same time, the dissertation thesis is not required. The minimum length of the dissertation thesis is 20 standard pages (standard page = 1800 characters including spaces). The dissertation theses may always be submitted in English or in the language of the programme of study.
 - d. The structure of the thesis is as follows:
 - identification of the cover page (see Annex 6),
 - content of the work,
 - list of pictures,
 - list of tables,
 - list of charts,
 - list of terms and abbreviations,
 - Introduction,
 - the actual text of the thesis divided into chapters, subchapters and sections,
 - Conclusion,
 - list of literature and sources used (bibliography),
 - Attachments.

Article 14**Organisation of the State Doctoral Examination**

If a PhD student applies for the SDE, then:

- (1) The chairperson of the SAB shall propose the date of the SDE and the composition of the SDE Examination Committee so that the SDE takes place at the earliest possible date, and at the latest within one year of the application (Article 32(3) of the SER), unless this is prevented by serious reasons of which the doctoral student must be informed. The Dean shall set the date of the SDE as proposed.
- (2) The chairperson of the SAB will contact the proposed members of the Examination Committee and discuss with them the possibility of their participation in the SDE on the given date. After the final arrangements have been made, the date of the SDE will be confirmed electronically to the members of the Committee.
- (3) At least one month before the date of the SDE, the chairperson of the SAB shall inform the ORPSDS of the date of the SDE.
- (4) No later than 3 weeks before the SDE ORPSDS, an announcement shall be published and invitations and relevant materials distributed to the members of the Committee.
- (5) On the day of the SDE, the ORPSDS in charge will provide technical equipment and prepare the relevant written materials.
- (6) The progress of the SDE is recorded in a protocol that can be generated in the IS. The duly completed and signed protocol on the course of the SDE shall be handed over by the chairperson of the SDE committee to the ORPSDS no later than 3 working days after the SDE.

Article 15**Content and Course of the State Doctoral Examination**

- (1) The SDE tests theoretical and methodological knowledge related to the DSP, within the scope set by the SAB. The aim is to demonstrate the doctoral student's readiness for independent scientific activity in the given scientific discipline.
- (2) The general requirements of the SDE are part of the content of the DSP; the specific requirements represent the thematic theoretical areas related to the dissertation.
- (3) The examination takes the form of a debate on the submitted thesis or dissertation, questions are asked in the broader context of the given scientific field.
- (4) The SDE shall take place in front of the SDE Committee. The appointment of the examination Committee and the conduct of the examination shall be governed by Article 34 of the SER.

Part Six

Dissertation and Its Defence

Article 16

Dissertation

- (1) The dissertation⁸ must contain original and published results of the research carried out by the doctoral student or the results accepted for publication (§ 47 (4) of the Act; Article 31 (2) of the SER), in a minimum of 50 standard pages (standard page = 1800 characters including spaces). The dissertation must conform to the conventions of the field. If a doctoral candidate submits for defence the results of a collective scientific work in which he or she has contributed, it must be a comprehensive elaboration of a precisely specified part of the collective research, and in accordance with Article 31(4)(b) of the SER, the annex to the thesis must include a statement by the supervisor confirming the authorship of the doctoral candidate for the marked parts of the thesis and evaluating his or her contribution.
- (2) In accordance with Article 31(2) of the SER, a set of works already published or accepted for publication or other types of publication on a given topic may also be recognised as a dissertation.
 - a. This form of the dissertation is a comprehensive set of at least 3 peer-reviewed J-type articles in the WoS or SABOPUS database, published in the world language usual for the given scientific discipline, in which the doctoral student has contributed authorship, whereby at least one original article published in a journal with an impact factor has the first author and the sum of his/her first authorship shares is at least 1.0 (In the case of shared first authorship, the share of 0.5 is calculated).
 - b. The set of articles covers the specified topic of the dissertation and must be accompanied by a comprehensive introduction to the subject and a commentary of at least 50 standard pages.
- (3) The dissertation is written in the language in which the DSP is conducted. In the Czech DSP, the dissertation may be submitted in Czech, Slovak or English, with a preference for submission in English (Article 31(3) of the SER).

Article 17

Formal Requirements for the Structure and Editing of the Dissertation

- (1) The dissertation template, available [here](#) in the FaF document server, reflects the formal requirements for the structure and editing of the dissertation, and is designed for double-sided printing of the thesis.
- (2) The dissertation cover has a fixed structure (see Appendix 8) and must contain the following information: MASARYK UNIVERSITY, Faculty of Pharmacy, Dissertation, place (Brno) and year of submission, name and surname of author with degrees.
- (3) Formal requirements and technical execution of the dissertation:
 - The text is written on A4 paper, it is necessary to keep a uniform graphic design.

⁸ An appendix to the dissertation is a list of published papers or papers accepted for publication with a documented confirmation of acceptance for publication.

- The line spacing for the text body must be 1.5 lines.
- Decimal numbering is used for chapter numbering, and it is recommended to use no more than third-level headings.
- The main chapter always starts on a new page.
- The page numbering is placed at the bottom of the outer edge. The title page, abstract, declaration of honour, acknowledgements and table of contents are not numbered but are counted in the page order. Annexes are not numbered.

(4) The structure of the dissertation includes:

- identification of the title page. The title page has a fixed structure, it must contain the following data: MASARYK UNIVERSITY, Faculty of Pharmacy, the title of the dissertation with the subtitle Dissertation, Author: name and surname with degrees, Supervisor: name and surname with degrees, Doctoral study programme: name of the programme, place (Brno) and year of submission of the dissertation.
- bibliographic record in Czech and English (only in Czech DSPs) or in English,
- annotation in Czech and abstract in English (only in Czech DSP) or abstract in English in 2000 characters including spaces, which is divided into the Introduction, Methods, Results and Conclusion,
- keywords in Czech and English (only in Czech DSPs) or in English (immediately below the annotation or abstract),
- Declaration of honour that must be signed by the author of the work,
- Acknowledgements (to persons who have supported the author in the preparation of the work – optional; mandatory if the work has been produced within a specific project, used to insert a dedication),
- Content,
- list of pictures,
- list of tables,
- list of terms and abbreviations,
- Introduction,
- objectives of the work,
- the actual text of the thesis divided into chapters, subchapters and sections in the structure of the theoretical part, Methodology, Results and Discussion, or according to the practice in the given scientific field,
- Conclusion,
- summary in Czech and summary in English (only in Czech DSPs) or summary in English,
- a summary list of publication activity (indicating the corresponding WoS journal category in the assigned fields, impact factor and number of citations) with the defined share of the doctoral student and scientific research activities related to the dissertation, which must be signed by the doctoral student and supervisor,
- sources used (bibliography),
- Attachments.

(5) List of sources used (bibliography):

- a. In the bibliographic list, the author lists the sources they used in the preparation of the dissertation.
- b. Citation is according to ISO 690 or APA standards, or according to the practice in the field of science.

- (6) Essentials of a dissertation designed as an annotated collection of papers:
- a. It differs only in point (4) – the actual text of the thesis is divided into chapters, subchapters and sections according to the conventions in the given scientific field. A suitable format is, for example, one in which annotated papers are presented in a separate chapter/subchapter: Commentary on the publication "title of the work in the original text". This is followed by the publication commentary, which is intended to link logically with the rest of the dissertation text, discuss the actual published results with other scholarly sources, and formulate conclusions based on the attached publication. The chapter/subchapter contains an inserted scan of the original thesis (pages must be numbered).

Article 18

Defence of the Dissertation

- (1) The conditions for submitting an application for the defence of a dissertation and the course of the defence of a dissertation are regulated by Article 33 of the SER.
- (2) The application for the defence of the dissertation (see Annex 9) is submitted by the candidate to the Dean of the FaF within the time limit set by the academic year schedule (Article 33(2) of the SER).
- (3) The defence application shall include (in accordance with Article 33(2) of the SER):
 - a. 3 bound hardcover copies of the dissertation with a signed summary from the doctoral student and supervisor. The thesis and all mandatory annexes can only be submitted after the thesis has been uploaded to the MU IS, including the annotation and keywords, and the Thesis Archive is sufficiently filled (Article 31(4) of the SER),
 - b. annotation and keywords of the dissertation in Czech and English for Czech DSPs and in English for English DSPs,
 - c. signed CV of the DSP student (see Annex 1),
 - d. summary overview of publication activities (with the corresponding WoS journal category in the assigned fields, impact factor and number of citations) and scientific research activities related to the dissertation (see Annex 3),
 - e. statement of the supervisor on the course of study, ISP fulfilment and results of the dissertation with his/her signature (see Annex 10),
 - f. statement by the SAB chairperson that all requirements of the SAB have been met (see Annex 11).
- (4) The Dean or the authorised Vice-Dean of the FaF appoints at least two dissertation opponents, at least one of whom is not an MU employee, on the proposal of the Board of Studies (Art. 33 para. 5 of the SER). Both opponents must hold the degree of associate professor or professor. In the event that the SAB finds that there is no potential opponent with the qualification of associate professor/professor available in a given scientific field or due to the specificity of the dissertation topic, the Dean of the FaF may, on the basis of a proposal from the SAB, grant an exception and appoint an important expert without this qualification as an opponent, but at least with the degree of Ph.D., CSc., DrSc., or Dr. or their equivalents.
- (5) The opponent will prepare an opinion on the dissertation on the form (see Annex 12) within a maximum of 6 weeks after receiving the dissertation for assessment. The opponent is entitled to a fee for the preparation of the report.

- (6) The dissertation defence takes place in front of the dissertation defence committee. For dissertation defence committees, the provisions of Article 34 of the SER apply.
- (7) The date of the dissertation defence is proposed by the SAB and set by the Dean or the authorised Vice-Dean (Article 33(3) of the SER). The dissertation defence shall take place at the earliest possible time, but no later than one year after the application has been submitted, unless serious reasons that must be communicated to the doctoral student prevent this and no later than before the expiry of the maximum period of study (Article 33(4) of the SER).
- (8) The dissertation defence is held in the language in which the relevant DSP is conducted, or in the language specified for this purpose in the programme characteristics. In the case of a SDE conducted in the Czech language, the dissertation defence may be held in Czech, Slovak or English. With the consent of the doctoral student or at his/her request, the SAB may determine that the defence be held in another language customary for the field of science (Article 33(7) of the SER).
- (9) The course of the defence includes:
 - introducing the DSP student,
 - presentation of the dissertation content (the research issue addressed, the objectives of the work, the process of solution, results, conclusions and contributions) in the scope of 20 minutes,
 - presentation of a professional evaluation of the tutor(s),
 - acquaintance with the opinions of the opponents of the dissertation,
 - dissertation debate, in which the doctoral student responds to the opinions of the opponents and questions of the opponents and committee members,
 - closed meeting of the dissertation defence committee,
 - public announcement of the results of the dissertation defence.

Article 19

Organisation of the Dissertation Defence

If a doctoral student applies for a dissertation defence, then:

- (1) The chair of the SAB shall propose a date for the defence of the dissertation in such a way that the defence will take place at the earliest possible date, but at the latest within one year of the submission of the application (Article 33(4) of the SER).
- (2) At the latest 2 months before the planned dissertation defence, the chair of the ORPSDS SAB will provide a list of the opponents approved by the SAB.
- (3) Within 10 working days of the announcement of the names of the opponents, the ORPSDS sends out the appointment decrees and dissertations to the opponents with a request for opinions.
- (4) The chair of the SAB will contact the proposed members of the Examination Board and discuss with them the possibility of their participation in the defence on the given date. After final arrangements have been made, the members of the Board will confirm the date of the defence electronically.
- (5) At least one month prior to the dissertation defence, the chair of the ORPSDS SAB will communicate the agreed date of the dissertation defence and the composition of the committee.
- (6) No later than 3 weeks before the defence, the ORPSDS will send out invitations to committee members and opponents and publish information about the dissertation

defence.

- (7) On the day of the dissertation defence, the ORPSDS will provide the technical equipment and prepare the relevant written materials.
- (8) The course of the dissertation defence is recorded in a protocol that can be generated in the IS. The duly completed and signed protocol on the dissertation defence is handed over by the chair of the dissertation defence examination committee to the ORPSDS no later than 3 working days after the dissertation defence.

Part Eight

Article 20

Final Provisions

- (1) This Directive is based on the current SER.
- (2) This Directive applies to all DSP students studying at the FaF.
- (3) I entrust the Vice-Dean for Research and Doctoral Studies with monitoring compliance with this Directive, its implementation and possible updating.
- (4) I entrust the interpretation of the individual provisions of this Directive to the Vice-Dean for Research and Doctoral Studies.
- (5) This Directive shall take effect on the date of its publication.
- (6) This Directive shall enter into force on the date of its publication.

The gestor of this Directive is: doc. RNDr. Petra Bořilová Linhartová, Ph.D., MBA
Vice-Dean for Research and Doctoral Studies

In Brno, 13 January 2021

doc. PharmDr. Ing. Radka Opatřilová, Ph.D., MBA
Dean of the FaF MU

List of Annexes:

Annex No. 1_ Curriculum Vitae

Annex No. 2_ Request for the Distance Form of the Entrance Examination

Annex No. 3_ Summary of Scientific Research Activities

Annex No. 4_ Request from the Chairperson of the Subject-area Board for
Approval of a Non-Rehabilitated Supervisor

Annex No. 5_ Request for the Appointment of a Non-Habilitated Supervisor in a
Doctoral Study Programme

Annex No. 6_ 1st Page of the Dissertation Thesis

Annex No. 7_ Application for the State Doctoral Examination

Annex No. 8_ Template Text on the Dissertation Hardcover

Annex No. 9_ Application for the Dissertation Defence

Annex No. 10_ Supervisor's Opinion

Annex No. 11_ Opinion of the Chairperson of the Subject-area Board of on
the Defence of the Student's Doctoral Dissertation Studies

Annex No. 12_ Opponent's Opinion